


Burnt Tree Primary School



First Aid Policy

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| Signed by Chair of Governors |  |
| Date | 14/04/2026 |
| Review Date | February 2027 |

Policy Statement

Burnt Tree Primary school undertakes to ensure compliance with relevant legislation with regard to the provision of first aid for all children and staff.

All information and guidance concerning First Aid is displayed around school on posters advising of the procedures to follow in the event of any accidents. Medical Tracker is the online system used within school to record accidents, incidents and the administration of medicine. Parents/Carers receive notifications by email or telephone calls.

Aims and objectives

Our first aid policy requirements are achieved by:

Ensuring that there are a sufficient number of trained first aid staff – emergency first aiders and paediatric first aiders.

Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid.

Ensuring everyone is clear about the provision.

Equipment

A First aid box containing equipment is kept in the first aid station outside early years. Each classroom has a green first aid bag containing the essential equipment needed regularly.

First aid bags are collected each day by designated lunchtime supervisors and taken outside whilst on duty.

Stock is regularly checked by a designated member of staff – Kath Lawson. Any low stock is ordered.

All staff are responsible for ensuring low supplies are reported to the designated member of staff.

Parents

In the event of an accident involving a child, it is our policy to notify the parents. In the event of a minor accident, an email will be sent to the parents. If the accident results in a more serious injury, parents/carers will be contacted by telephone and asked to collect their child if necessary. In the event of a bump to the head or chest pains parents will always be contacted with the option of coming to school to see their child to make a decision as to whether the child is to be taken home or left in school, depending on the severity of the bump/pain. In all cases the accident will be recorded on Medical Tracker.

If a child reports an accident to a member of staff but there is no visible mark and first aid is not administered, the class teacher will be notified so that he/she is able to monitor the child. The parent will be contacted if necessary or will be informed at the end of the school day.

In the event of a child requiring hospital treatment, parents will be contacted to collect their child or accompany their child in the ambulance. If a parent is unable to be contacted, a member of staff will accompany the child to hospital and remain with them until the parents arrive.

First Aid Procedures

Anyone who administers First Aid must record it on Medical Tracker as soon as possible.
Each class has a tablet which is kept in their classroom.

First Aid in the Classroom

If there is a member of support staff in the classroom, as a trained First Aid person, they will deal with the incident.

If necessary, the First Aider will then report to the HT or DHT.

If it is necessary for the child to be sent home, the HT or DHT will inform the office, who in turn will contact the parents/carers. The First Aider must remain with the child until he/she is collected by parent/carer.

The First Aider will then inform the class teacher that the child has been sent home.

If the class teacher does not have any support staff in their class the teacher will need to send for a First Aider from within their phase, the First Aider will then follow the above procedures.

If a child is sick in the classroom.

Cleansing crystals must be sprinkled onto the sick. Support staff should clear the area initially and use the yellow bag for disposal. The class teacher/member of support staff should inform the site manager or a cleaner about the incident. The area will then be cleaned by the site manager or a cleaner. The crystals will be stored in the first aid lockable cabinet, with an apron, gloves, card and disposal bags located in the red box on the first aid station. In order to deal with the situation these items will be stored in the box under the sink in each classroom - years 1-6 and in the first aid cupboard in the Nursery corridor for Early Years. Once equipment has been used staff should replenish stocks from the First Aid station. If stock is low, they are to report it to the designated person. (Kath Lawson)

If the teacher is unsupported in class, they should send for a member of support staff within their phase who will follow the procedures. The class teacher should ask the site manager/cleaners to clean the soiled area.

First Aid at Break-time.

If the person on duty needs help, they should ask the office staff to contact HT and DHT directly or get the necessary support from a First Aider.

The First Aider will then follow the procedures for administering first aid and completing Medical Tracker. They must report to the Class Teacher / Phase leader and send an email to the parent/carer

First Aid at Lunchtime.

All lunchtime supervisors are first aid trained and will have access to a first aid kit. If first aid is administered by a lunchtime supervisor they must complete Medical Tracker and send an email to the parent/carer.

If a child needs to be sent home the First Aider must get authorisation from a member of SLT.

If a child is to be sent home following an incident at lunch-time, the supervisor must inform the class teacher and if necessary a First Aider must remain with the child.

First Aid during After School Clubs.

One of the First Aid trained staff running the club should deal with the incident or call for the assistance of another member of staff. The First Aider should then inform the HT or DHT.

If SMT not available, the First Aider should make the decision to either send the child home or call an ambulance, if necessary.

Bumped head—All parents should be contacted and informed of the bump by the First Aider or the office staff. A red wristband should be given to the child so that all staff can easily identify and observe the child.

Trips

First aid kits must always be taken on trips, either the green bag from the classroom or a smaller trip kit, which are to be requested in advance and signed out the day before a trip. An emergency inhaler can also be signed out of school and taken offsite if needed, ensuring one is always left on site.

Defibrillator

A defibrillator is located in the main entrance area. It is not essential for the persons to be trained as clear instructions are given by the machine should usage be required.

Asthma inhalers and AAI devices

All inhalers/AAI devices to be kept in the child's classroom. Staff will regularly check the condition and expiry date and report any concerns to Kath Lawson. All parents to complete a consent form to use the school emergency inhaler or AAI device in the case of an emergency or if the child's own is not available. Kath to check emergency inhalers, AAI devices and first aid equipment weekly. Emergency AAI devices located in the emergency box in the main school office.

